

COMPENSATORY TIME



Note: Pay attention to your comp balance. Do not enter more time than will fill up your bank. **For Example:** If your bank is currently at 77 hours you would want to enter a comp time block for 2 hours and not 3 hours because the time is earned at time and a half where 2 hours equals 3 hours and 3 hours is equal to 4.5 hours.

ACCRUING COMP TIME

If you want to accrue comp time on a day in which you had overtime, you will follow the steps below.

1. Click on the **Time** application.
2. Select the week you have overtime you want to comp.

The screenshot shows a white dialog box titled "Enter Time". Inside, there are three light gray rectangular buttons stacked vertically. The top button is labeled "This Week (0 Hours)", the middle button is labeled "Last Week (0 Hours)", and the bottom button is labeled "Select Week".

3. After you have entered time blocks for your hours worked, you will make an additional time block on any day during the week the overtime occurred.
4. Your time type will be **Comp Time Earned**
5. The numbers of hours can be up to the amount of overtime.

Enter Time

01/24/2020

Time Type *

× Comp Time Earned



Hours *

8

Details

Comment

A large, empty rectangular text area with a light gray border and a small pencil icon in the bottom right corner.

OK

Cancel

Enter Time

01/24/2020

Time Type *

X Comp Time Earned

Hours *

8

Details

Comment

OK

Cancel

6. Click **Ok**.
7. You will now see a time block for worked hours and comp hours.

HOURS: 8

Time Period End

12/27/2019 - 01/09/2020

Comp Time Earned

5 Hours

⌚ Not Submitted

Worked Hours

8 Hours

⌚ Not Submitted

USING COMP TIME

1. Go to the **Absence** application.
2. Select **Request Absence**
3. Click on the day you want to take off and click the orange **Request Absence** in the lower left corner.
4. Type will be Paid Time Offs and then **Compensatory**

Select Absence Type

When Friday, May 31, 2019

Type *

X Compensatory

Next

Cancel

5. You will click **Next**
6. Verify your information and the number of hours per day. Use Edit

Time Tracking: Compensatory Time

Employee

Quantity per day to adjust the number of hours you want to use for comp time.

Total 8 hours - Compensatory

Request 1 item

	*From	*To	*Type
	05/31/2019	05/31/2019	Compensatory

*Type	Quantity per Day	Total	
Compensatory	8 hours	8 hours	Edit Qua

7. Click **Submit**

COMP BUYOUT

1. Go to the **Absence** application.
2. Select **Request Absence**
3. You can choose any day during the pay period when you want to do a comp buyout.
4. Type will be Time Off Buyouts and then **Compensatory – Buyout**
5. You will click **Next**
6. Verify your information and the number of hours per day. Use Edit Quantity per day to adjust the number of hours you want for comp time buyout. You can choose as many hours as you want up to what is in your comp time bank.

Total 40 hours - Compensatory - Buyout

Request 1 item

	*From	*To	*Type
	05/30/2019	05/30/2019	X Compensatory - Buyout

*Type	Quantity per Day	Total	
X Compensatory - Buyout	40 hours	40 hours	Edit Qua

7. Click **Submit**

Note: If you want to defer the payout into your deferred compensation account (RIC), please email connie.haselhoff@iowadot.us and Lance.Ellis@iowadot.us with the total number of hours you wish to convert. The turnaround time is approximately 30 days.